



proud past, promising future

## CLARK COUNTY HEALTH DEPARTMENT

Environmental Health

1950 Fort Vancouver Way P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 Fax (360) 397-8084

### FOOD SERVICE ESTABLISHMENT PACKET

Before you open a new food service establishment, remodel an existing food service establishment, purchase (change ownership), or reopen a closed food service establishment, you must provide the following information to:

Clark County Health Department – Environmental Health  
1950 Fort Vancouver Way,  
PO Box 9825  
Vancouver, WA 98666-8825  
Phone (360) 397-8428 FAX (360) 397-8084  
Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

1. **PLAN REVIEW APPLICATION.** Complete the yellow Plan Review Application form.
2. **PERMIT APPLICATION.** Complete the green Permit Application form.
3. **MENU.** Provide a menu or a list of the foods to be served.
4. **METHOD OF FOOD PREPARATION.** Provide information on food preparation and cooking. This plan should include the final cooking temperature of all meat and poultry products, cooling procedures, hot holding temperatures, food storage procedures for raw meat and eggs and measures used to prevent cross contamination. Also address employee sanitation practices including proper hand washing, barrier/glove use, and illness policy.
5. **PLAN REVIEW FEE.** Pay the Plan Review fee. This fee is **non-refundable**.
6. **FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed facility with the following:

#### PROVIDE PLUMBING INFORMATION AND SHOW:

- a. Location of sinks, including the hand wash sink(s), the food preparation sink(s) and the mop sink,
- b. Locations and the type of drains,
- c. Location of toilet(s) and number of fixtures, and
- d. Location of garbage storage facilities and leachate drain location (if necessary).

#### PROVIDE EQUIPMENT INFORMATION AND SHOW:

- a. Location and type of NSF refrigeration and freezer equipment,
- b. Location, size and shelving design of walk-in units,
- c. Location of ice-making equipment and the indirect drain,
- d. Location of cooking, reheating, and hot-holding equipment, and
- e. Location of dish washing machine and associated equipment, or location of three-compartment sink with drain board.

#### ALSO, SHOW THE LOCATION OF:

- a. Employee's lockers or area of shelves for personal item storage,
- b. Dry food storage area and shelves, and
- c. Provide a brief description of the finishes used on floors, walls, counter tops and ceilings.

#### THE ABOVE ITEMS MUST BE SUBMITTED WHEN YOU PAY FOR YOUR PLAN REVIEW.

If any of these items are omitted, your plan review cannot be accepted.

**PLEASE ALLOW AT LEAST TWO WEEKS FOR US TO REVIEW YOUR PLAN.**

When your plan review has been reviewed and approved, you will be mailed a plan approval letter. Then you must:

1. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** Before you open for any food and/or beverage service, you must have a pre-opening inspection. Please call (360) 397-8428 at least one week in advance to arrange this on-site inspection.
2. **PAY FOR YOUR PERMIT.** Before you open for any food and/or beverage service, you must pay for your annual permit.

**STATE BOARD OF HEALTH STANDARDS – COMPLIANCE WITH WAC 246-215 IS REQUIRED**

1. **WATER SUPPLY.** Provide water that is adequate in quantity and quality, supplied by a source approved under WAC 246-290 and monitored according to standards. For private well water use, you must first apply for a Small Public Water Supply. Call (360) 389-8428 and ask to speak to an Environmental Health Specialist in the Water Program.
2. **SEWAGE SYSTEM.** Provide that all liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system. Prior approval must be obtained for any on-site septic system.
3. **HAND WASH SINK.** Provide a hand wash sink that is accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing.** Hand wash sink shall have minimum hot water temperature of 100° F and cold water provided through a mixing faucet. Provide hand soap and single use towels at sink. Automatic faucets must have a minimum cycle of 15 seconds.
4. **FOOD PREPARATION SINK.** Provide sufficient and separate food preparation sinks in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.
5. **DISH WASHING FACILITIES.** Provide a method of cleaning and sanitizing equipment and utensils, either a mechanical dishwasher with a two-compartment sink **or** a three-compartment sink with a drain board.
6. **MOP SINK.** Provide a mop sink for supplying and disposing of water for cleaning floors and walls. Mops may not be cleaned in food preparation or hand washing sink. A laundry tub or mop bucket **cannot** substitute for a mop sink.
7. **PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
8. **GREASE TRAPS.**

**Vancouver Sewer District.** The Vancouver Municipal Code (VMC 14.10) requires all food service establishments to have equipment that prevents food grease from entering the sewer system. The Oil & Grease Management Program (OGM) must review and approve your grease interceptor plans prior to installation. New grease interceptors or traps must be sized according to the Uniform Plumbing Code. A copy of the sizing requirements can be obtained from the OGM Program. They can be contacted at (360) 696-8177.

**Hazel Dell Sewer District.** Hazel Dell Resolution 1031 requires all food servers to have grease control. The Unified Plumbing Code must be followed in cases where the User does not have a Type 1 Hood. If the User has a Type 1 hood they are required to have, at a minimum, a 1000-gallon Interceptor outside the building. For further information call the Pretreatment Coordinator at Hazel Dell Sewer District (360) 750-5876.
9. **REFRIGERATION.** Provide National Sanitation Foundation (NSF) refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
10. **THERMOMETERS.** All refrigeration equipment must have thermometers accurate to  $\pm 3^{\circ}$  F. There must be at least one metal stem thermometer (pocket thermometer) accurate to  $\pm 2^{\circ}$  F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0°F to 220°F.
11. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable. Ceiling studs, joists and rafters **shall not be exposed** in food preparation areas, equipment washing and utensil washing areas, toilet rooms, walk-in refrigeration units, and vestibules. If exposed in other rooms or areas, they shall be finished to provide an easily cleanable surface.

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12. **TOILETS.** The toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is on-premise consumption of food. Toilets must be within at least 200 feet of food service establishment.
13. **FOOD and BEVERAGE WORKER CARDS.** All food and beverage service workers must obtain and maintain a valid food and beverage card. The cards must be available for inspection by the Health Officer upon request.  
**If an employee begins work before obtaining a food and beverage worker card, the employer is now required to provide and document food safety training to the employee prior to commencement of employment. For recorded information of food and beverage worker card testing times call (360) 397-8435.**
14. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation.
15. **PUBLIC HEALTH LABELING.** When raw or undercooked meats, eggs, or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Examples: Caesar Salad Dressing (unless the eggs are pasteurized), Lox, Oysters on the Half Shell, Pickled Fish.  
  
In grocery stores, raw milk or foods prepared from raw milk must be labeled with a warning stating that raw milk or food prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe intestinal illness. Warning labels are available from the Health Department Food Program.
16. **LIGHTING.** There must be at least 30-foot candles of light in the food preparation, utensils washing, hand washing and toilet facilities. All lights in the food preparation and storage areas must have shields or guards.
17. **LOCKERS.** Provide lockers or shelves for employees to store clothing and personal belongings.
18. **VENTILATION.** Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes.
19. **PEST CONTROL MEASURES.** Doors to the exterior of the building should have automatic door closers or screen doors to prevent the entrance of insects and rodents.
20. **GARBAGE STORAGE.** Garbage containers must be watertight, vermin proof, covered containers and appropriate frequency of garbage pickup to prevent overflows and nuisances. Provide sewer disposal for any leachate. Provide garbage storage on a concrete or asphalt pad.
21. **BAR AND TAVERNS.** Bar and taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing.
22. **BULK FOOD DISPENSING.** Bulk food must be separated by partitions, different aisles or by horizontal separation from chemicals and/or pet food. For horizontal separation, chemical or pet foods must be below bulk foods. Bulk food containers must be gravity dispensing units or display units with covers. Dispensing utensils must be present for each unit with a holder so that the handle of the scoop or tongs is held out of the food. The lowest access point of bulk food containers of ready-to-eat foods must be at least **thirty** inches above the floor.
23. **SMOKING SIGNS.** Smoking signs must be posted in all food establishments indicating: (1) all smoking establishment, (2) no smoking allowed, or (3) smoking and non-smoking areas are provided. In food service establishments, the use of tobacco is prohibited in areas where food is prepared, stored, or where utensils are cleaned or stored. In retail stores, smoking is specifically prohibited in public areas.

If you have any further questions, please call the Clark County Health Department at (360) 397-8428 and ask to speak with an Environmental Health Specialist in the Food Program.